

## **Certification of Service of Non-Filed Item**

### **Instructions:**

**Select** *Bankruptcy or Adversary*

**Select** *Certification of Service for Bankruptcy*  
*Notices & Misc Activities for Adversary*

**Enter** case number

**Verify** case number is correct

**Select** Document Event: [Certificate of Service of Non-Filed Item - No Linked Event](#)

**Select** Party.

- Party filer not listed, Add/Create New Party.

**Browse, Verify and attach** the correct pdf file.

- Add attachments, if applicable.

**Enter** Description of Item Mailed (i.e. subpoena, statement of social security number)

**Review Docket Text for accuracy**

**Warning!!** Verify entry is correct before submitting.